MAIL APPLICATION FOR CERTIFICATION OF BIRTH, DEATH AND/OR MARRIAGE

FEE: $10.00 ea. check or money order made payable to TOWN OF MONROE. You will be charged a $20.00 penalty in addition to the appropriate document fee for any check returned unpaid. PLEASE ENCLOSE A SELF-ADDRESSED, STAMPED, RETURN ENVELOPE WITH PHOTOCOPY OF ACCEPTABLE IDENTIFICATION (Driver License, Non-driver ID, Passport, Naturalization Papers, Military ID). INDIVIDUALS WHO HAVE HAD A NAME CHANGE MUST PROVIDE LEGAL DOCUMENTS PROVING NAME CHANGE.

*BIRTH CERTIFICATE: Issued only to person named on record if 18 years or older, parent, or other lawful representative and to no one else except by court order.

Full Name of Person at Birth
Date of Birth
Father's Full Name:
Mother's Full Maiden Name
Purpose for which record is required: No. of copies:
Relationship to person on record requested:

*DEATH CERTIFICATE: Issued to spouse, children, siblings or parents of deceased or other lawful representative with medical or legal documentation.

Name of Deceased:
Date of Death:
No. of photocopies requested with AND/OR without confidential cause of death
Purpose for which record is required: on record requested:

*MARRIAGE CERTIFICATE: By law, marriage records issued only to bride, groom or by court order.

Spouse's Full Name (Birth or other)
Spouse's Full Name (Birth or other) at time of application for license
Date and Location of Marriage
Purpose for which record is required: No. of copies:

I HEREBY STATE THAT THE INFORMATION SUPPLIED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE, AND THAT THE SIGNATURE ON THIS APPLICATION IS MY OWN.

DATE: PRINTED NAME OF APPLICANT
SIGNATURE OF APPLICANT
PHONE #: ADDRESS OF APPLICANT
OFFICE USE ONLY: ID Provided: Vital Rec.Form No. Receipt No. Clerk ID